Cash Handling – University Eye Institute

The College of Optometry University Eye Institute has a Clinic Business Office cash handling policy to minimize losses to the University’s monetary assets. It is the responsibility of University of Houston employees to secure and account for the University’s monetary assets and prevent any loss of funds. The Clinic Business Manager or designee must balance each day’s financial activity within 24 hours using the appropriate internal forms and procedures and in accordance with the university’s MAPP and SAM policies. This policy will be reviewed yearly and/or revised as needed.

PROCEDURE

The UEI custodian must be authorized yearly with proper, completed forms to College Business Manager. Notification must be reported if change in custodian or fund location. The UEI authorized custodian has been given a $1000.00 change fund. Change fund/clinic revenue is kept in a secured cash register or lockbox and is always locked when staff are away from the area. Offices are locked every evening. Revenue is generated through sale of services and materials as follows:

- Each patient entering the clinic is issued a super bill.
- The attending student and doctor complete the super bill after services are rendered.
- Upon arrival at the cashier’s station, the fee bill is reconciled with ledger for appropriate charges. Upon payment of services, fees are collected by the cashier and recorded on the ledger in OfficeMate, the clinic computing system. Receipts are electronically generated.
- Checks are made out to the University of Houston and checks are immediately endorsed with provided stamp. For security reasons, do not retain copies of checks if at all possible. If initially needed, destroy copies after 3 months.
- Credit card transactions are processed in accordance with University Guidelines. Credit card machines are closed out daily. Batched receipts must be submitted with daily cash revenue. See attached procedures.
- Cash and checks are kept in the cashier’s cash drawer at their desk. The cash register is locked at lunch and when the receptionist leaves his/her workstation.
- At the end of the day, the cashier reconciles the cash drawer against the “Payment Report Summary” and other reports in OfficeMate using the Cashier’s Checkout form. Upon balancing, the cashier must sign the Cashier’s Checkout form.
- All overages and shortages must be recorded in electronic worksheet contained within Cashier’s Checkout form workbook. Incident report must be completed if over $20.00.
- After reconciliation, cash and checks are securely placed in a locked bank bag and delivered to 2nd floor Business Office along with the following forms:
  - Payment Report Summary (OfficeMate)
  - Payment Report (daily transactions – (OfficeMate)
  - Total Deposit Report, cash & checks (OfficeMate)
  - Credit Card Payments report (OfficeMate)
  - Credit card ‘Totals Report’ batched receipt (credit card machine)
  - Cashier’s Checkout Form (UHCO form)
  - Overage/Shortage Log and Incident Report, if applicable
A Business Office financial assistant (FA) posts into the Optometry Business Office electronic log, print and both staff members must sign the receipt. Original to Clinic staff and a copy is retained with deposit and forwarded to CBA or designee for processing.

A FA must verify revenue and sign the Cashier’s Checkout form.

FC prepares deposit, creates a GL journal in PeopleSoft (PS) workflow and appropriate deposit forms, within MAPP time limits. Journal information is added to BO electronic log to complete information on the log.

Overages and shortages must be charged to proper account codes, recorded in an electronic worksheet, within Opt BO Receipts log and reports forwarded to Financial Accounting as specified in MAPP. See attached Addendum E.

FA must call x 3-3333 and bank deposit bags, original journal and transmittal form should be signed and picked up by 3:00 PM by UH Police for delivery to Bursar’s Office.

Funds must be locked and secured within the high-security Business Office area and wall cabinet in college business administrator's office until pickup.

Any interruption in this process, such as UH Police unable to pickup monies, must be documented in the Opt BO Receipts log with date and reason.

A copy of the journal is retained in business office for reconciliation purposes. The signed transmittal form is attached to the journal copy.

A copy of the journal with clinic backup is routed to UEI Clinic Business Administrator, George Magoulas.

The college business administrator opens PS Finance every day and approves documents.

In case of absence, the CBA notifies Assoc Dean or Dean to approve documents.

RECONCILIATION

A Business Office financial coordinator reconciles journals to PS monthly.
All discrepancies are researched and resolved in a prompt manner.
The college business administrator or designee reviews and signs the documented reconciliation.

Because of the nature of the financial transactions involved with the processing of adjustments and payments, the clinic business office employees are prohibited from checking-in, checking-out, or processing any financial transactions for their own immediate family or relatives. The processing of any adjustment by a CBO employee to their own account or to that of a relative’s account can result in termination of employment.